



TOWN OF FREDERICK

M E M O R A N D U M

TO: Honorable Mayor Tony Carey and Board of Trustees

FROM: Matt LeCerf, Town Manager

DATE: June 10, 2014

CC: Town Staff
Local Media

SUBJECT: Departmental Report

Upcoming Board of Trustees Work Sessions – If there are topics that the Board would like staff to schedule for discussion, please let me know. The following topics are recommended for Board discussion (all meetings will be held in the Town Board Chambers unless otherwise indicated):

- 6/17/2014 – Work Session – if necessary
 - 6/24/2014 – Regular Meeting
 - 7/01/2014 – Work Session – if necessary
 - 7/08/2014 – Regular Meeting
-

Public Works Department

- *Certified Playground Safety Inspector*- Scott Bordewyk passed the Certified Playground Safety Inspector test. This is an accomplishment through the National Parks and Recreation Association This helps ensure safety standards for play are met in the Town.
- *Mosquito Spraying Program*- Staff has begun the mosquito control program for 2014. Spray days are Tues-Thurs as needed after 7:00pm.
- *Summer Park Maintenance*- All seasonal workers are on board with Public Works and Seasonal Park Maintenance is in full swing.
- *Asphalt Patching*- Staff repaired street patches at Tipple and Locust and also 7th and Oak.

Police Department

- *Employee Wellness Program* – Sergeant Dave Egan completed the Colfax Marathon in good shape and with a good time. He participated in the “half-marathon” portion of the race. At thirteen miles it is still a respectable distance to run. The employee wellness program provided support for him.

- *Law Enforcement Torch Run for Special Olympics* – Several of the officers participated in the relay torch run in support of the Colorado Special Olympics. Starting at the Frederick Police Department, they ran a little over 17 miles north on Colorado Boulevard and ended at Highway 66 in Johnstown where the torch was passed to other officers. They completed the run in less than three hours. Participating were: Dave Egan, Dave Baumhover, Brooke Mourey, Chad Seat, Steve Walje, Todd Norris, Aaron Herbert and Andy Fairbanks.

Planning Department

- *Development Update* - The Planning Department continues to receive a high number of calls and contacts from business owners looking to either locate their business in Town or expand an existing business. A new homebuilder is working to finalize their building plans and hopes to begin building homes in The Farm on lots that recently had public improvements installed.

Administration

- *Road Repair Communication* – As part of the communication on the road recovery and repair items we also conducted a listening session with CDOT regarding the processes. It appeared that most of the questions were related to the drainage items that may need to be reviewed for improvement versus when the roads were going to be fixed.
- *Downtown Business Association Meeting* –The Frederick Downtown Business Association will had its regular meeting on Monday, June 9 at the American Family Insurance Office in Clark Plaza at 5:30 pm.

Human Resources Department

- *Personnel Changes* – Our Utility Billing Clerk has resigned her position and we have begun the search to replace her. We had over 80 applicants apply for the position, and we have narrowed it down to 10 very qualified candidates. Interviews will take place early in the week of June 9, and we hope to have a final decision made by the end of the week.
- *Open Enrollment* – Open enrollment for our medical plan concluded last month, and we are getting ready to begin a new plan year on July 1. We are receiving a 2.5% increase to our medical premiums, which is significantly below the average increase of around 5 – 6%. The main reason our increase is so low is because our claims have been exceptionally low, mostly due to employees taking advantage of their Nextera Healthcare memberships and not charging their insurance when they see the doctor.

Engineering & Utilities Department

- *2013 Chipseal Repair* - The contractor will be making repairs to the chipseal in several areas of Town including Colorado Blvd. The contractor has rescheduled and expects to be onsite June 16, 17, and 18, weather depending.
- *Tipple Parkway/WCR 16 and Colorado Blvd/WCR 13 Sinkhole Repair* - On June 5th Northern Colorado Constructors completed the emergency repair to a sinkhole that developed on Tipple Parkway/WCR 16 just east of Colorado Blvd/WCR 13. Settling in the area appeared late last year after the September 2013 Flooding. Staff had been

monitoring the sinkhole which became worse and repairs were needed. The contractor excavated saturated material until competent subgrade was encountered and then back filled with flow fill concrete. The entire project was completed in 3 days.

- *Water Dedication Studies* – Along with the proposed changes to the amount of credit given for Colorado-Big Thompson (CBT) units of water and the cash in lieu price for CBT the Board will consider at the June 10 meeting, staff has been working with developers who are performing detailed engineering studies to determine if they can reduce the amount of water used within their subdivisions and thereby reduce water dedication requirements. Proposals have included strict covenants controlling the type and amount of landscaping around houses and in open spaces. Use of raw water irrigation for open spaces is also part of the plan. These types of developments fit in well with the Town's adopted Water Conservation Plan goals of reducing residential water irrigation usage.
- *Development Activity* - Residential permit activity is steady although running a little behind last year at this time. New homes, as well as summer projects such as decks and re-roofing projects are picking up. As of the end of May, staff has performed 1,734 inspections at 261 addresses.